

**JOB DESCRIPTION
MURFREESBORO POLICE DEPARTMENT
PARKING OFFICER**

1. **JOB TITLE:** **PARKING OFFICER**

2. **DEFINITION:** A Parking Officer employee is responsible for enforcing parking regulations through the issuance of overtime parking citations and violations of handicap parking primarily in the downtown business district of the City of Murfreesboro. The employee issues citations, keeps accurate records and provides court testimony necessary in the prosecution of overtime parking violators and compiles a monthly report of citations issued, including time accountability. Overtime parking enforcement is an automated function and the employee is required to carry and operate a handheld computer used in the issuance of citations. Certification as a police officer is not required for this position. The employee is required to wear the standard uniform as furnished by the department. The employee is responsible through the chain of command to the Police Chief. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident (incident), return to duty and follow-up drug and alcohol testing.

3. **EQUIPMENT/JOB LOCATION:**

- a. The employee operates a handheld computer, portable radio and pager.
- b. The primary job location is the Murfreesboro Police Building and outdoors in the Central Business District of the City of Murfreesboro. Employee will walk approximately eight to ten miles per day on concrete and asphalt and work in all weather conditions and on uneven terrain.

4. **ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Communicates and interacts with the public on a daily basis.
- b. Carries a handheld computer, radio and pager.
- c. Enters data into a handheld computer to enforce parking laws on a uniform and impartial basis.
- d. Prepares handwritten records accurately and legibly.
- e. Provides accurate court testimony in the prosecution of overtime parking violations.
- f. Walk approximately eight to ten miles per day.
- g. Reports for work on time and performs duties for an entire workday.
- h. Informs Police Communications when the need for law enforcement or other emergency services is apparent.
- i. Operates and drives a Cushman scooter as needed.
- j. Maintains confidentiality about information learned on the job.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Provides directions and other information to the public upon request.
- b. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. Possess a high school diploma or GED.
- c. Must have the legal ability to work in the United States.
- d. Possess a driver's license valid in the State of Tennessee.
- e. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or City ordinances relating to force, violence, theft, dishonesty, gambling liquor or controlled substances. (While these are absolutely disqualifying, other violations of the law must also be disclosed and may result in non-selection.)
- f. Eyesight adequate to read license and expiration information from a vehicle.
- g. Ability to carry a handheld computer weighing two pounds and the physical dexterity to enter data into the computer.
- h. The ability to clearly speak and communicate messages and information logically and intelligently.
- i. Must be capable of performing job functions independently and with minimal supervision.
- j. Ability to report for work on time and perform the job duties in all types of weather conditions, including walking on concrete, asphalt and uneven terrain for an entire shift, five days per week.
- k. Possess the temperament and good judgment to effectively, diplomatically, and impartially interact with the public, some of whom may be irate and unreasonable.
- l. Possess the psychological and emotional qualities necessary to consistently, calmly and patiently handle emergencies.
- m. Possess a good moral character including a reputation for honesty and confidentiality.
- n. Must pass a pre-employment background investigation.
- o. Must pass a pre-employment physical by a qualified professional in the medical field selected by the City and be free of all existing medical conditions which would interfere with the performance of the aforementioned job functions.

**Non-Exempt
Non-Safety Sensitive
May 13, 2005**